

Sample Letter for Requesting Detailed Bank Statement for Audit

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

Date: [Insert Date]

To
The Branch Manager
[Bank Name]
[Branch Address]
[City, State, ZIP Code]

Subject: Request for Detailed Bank Statement for Audit Purposes

Dear Sir/Madam,

I am writing to formally request a detailed bank statement for the account referenced below, required for our upcoming audit. Please provide the statement with all transactions, including deposits, withdrawals, charges, and credits, within the specified period.

Account Number: [Insert Account Number]
Account Name: [Insert Account Name]
Statement Period: [From Date] to [To Date]

The statement is needed to facilitate a comprehensive audit and ensure accurate financial verification. Kindly include all relevant information and ensure the statement is duly authenticated.

Please provide the requested bank statement at your earliest convenience. You may send it to my address as mentioned above or via email to [Insert Email Address], as per your standard procedure.

Thank you for your assistance and cooperation.

Yours faithfully,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position, if applicable]
[Your Organization Name, if applicable]